

(Insert Atty (or party if pro se) Name, Address,  
Telephone and Facsimile Numbers and e-mail  
address)

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ALASKA

(Insert Name of Plaintiff)	)	
Plaintiff(s)	)	Case No. (Insert Case No)
vs	)	
	)	
(Insert name of Defendant)	)	
Defendant(s)	)	SCHEDULING AND PLANNING
_____	)	CONFERENCE REPORT

1. **Meeting.** In accordance with F.R.Civ.P. 26(f), a meeting was held on *(insert date)* and was attended by:

<i>(Insert attorney's name)</i>	attorney for plaintiff <i>(insert name of party)</i>
<i>(Insert attorney's name)</i>	attorney for defendant <i>(insert name of party)</i>
<i>(Insert attorney's name)</i>	attorney for defendant <i>(insert name of party)</i>
<i>(Insert attorney's name)</i>	attorney for defendant <i>(insert name of party)</i>

The parties recommend the following:

2. **Pre-Discovery Disclosures.** The information required by F.R.Civ.P. 26(a)(1):

\_\_\_\_\_ have been exchanged by the parties

\_\_\_\_\_ will be exchanged by the parties by *(insert date)*

Proposed changes to disclosure requirements: *(Insert proposed changes, if any)*

Preliminary witness lists

\_\_\_\_\_ have been exchanged by the parties

\_\_\_\_\_ will be exchanged by the parties by *(insert date)*

3. **Contested Issues of Fact and Law.** Preliminarily, the parties expect the following issues of fact and/or law to be presented to the court at trial in this matter:

*(insert contested issues)*

4. **Discovery Plan.** The parties jointly propose to the court the following discovery plan.

A. Discovery will be needed on the following issues:

*(Insert discovery issues)*

B. All discovery commenced in time to be completed by *(insert date)* ("discovery close date").

C. Limitations on Discovery.

1. Interrogatories

\_\_\_\_\_ No change from F.R.Civ.P. 33(a)

\_\_\_\_\_ Maximum of \_\_\_\_\_ by each party to any other party.

Responses due in \_\_\_\_\_ days.

2. Requests for Admissions.

\_\_\_\_\_ No change from F.R.Civ.P. 36(a).

\_\_\_\_\_ Maximum of \_\_\_\_\_ requests.

Responses due in \_\_\_\_\_ days.

3. Depositions.

\_\_\_\_\_ No change from F.R.Civ.P. 36(a), (d).

\_\_\_\_\_ Maximum of \_\_\_\_\_ depositions by each party.

Depositions not to exceed \_\_\_\_\_ hours unless agreed to by all parties.

D. Reports from retained experts.

\_\_\_\_\_ Not later than 90 days before the close of discovery subject to F.R.Civ.P  
26(a)(2)(C).

\_\_\_\_\_ Reports due:

From plaintiff (*insert date*)

From defendant (*insert date*)

E. Supplementation of disclosures and discovery responses are to be made:

\_\_\_\_\_ Periodically at 60-day intervals from the entry of scheduling and planning order.

\_\_\_\_\_ As new information is acquired, but not later than 60 days before the close of  
discovery.

F. A final witness list, disclosing all lay and expert witnesses whom a party may wish to  
call at trial, will be due:

\_\_\_\_\_ 45 days prior to the close of discovery.

\_\_\_\_\_ Not later than (*insert date*)

5. **Pretrial Motions .**

\_\_\_\_\_ No change from D.Ak. LR 16.1(c).

The following changes to D.Ak. LR 16.1(c). [Check and complete all that apply]

\_\_\_\_\_ Motions to amend pleadings or add parties to be filed not later than (*insert date*).

\_\_\_\_\_ Motions under the discovery rules must be filed not later than (*insert date*).

\_\_\_\_\_ Motions in limine and dispositive motions must be filed not later than (*insert date*).

6. **Other Provisions:**

A. \_\_\_\_\_ The parties do not request a conference with the court before the entry of the scheduling order.

\_\_\_\_\_ The parties request a scheduling conference with the court on the following issue(s):

*(Insert issues on which a conference is requested)*

B. Alternative Dispute Resolution. [D.Ak. LR 16.2]

\_\_\_\_\_ This matter is not considered a candidate for court-annexed alternative dispute resolution.

\_\_\_\_\_ The parties will file a request for alternative dispute resolution not later than *(insert date)*.

\_\_\_\_\_ Mediation \_\_\_\_\_ Early Neutral Evaluation

C. The parties \_\_\_\_\_ do \_\_\_\_\_ not consent to trial before a magistrate judge.

D. Compliance with the Disclosure Requirements of F.R.Civ.P. 7.1

\_\_\_\_\_ All parties have complied \_\_\_\_\_ Compliance not required by any party

7. **Trial.**

A. The matter will be ready for trial:

\_\_\_\_\_ 45 days after the discovery close date.

\_\_\_\_\_ not later than *(insert date)*.

B. This matter is expected to take \_\_\_\_\_ days to try.

C. Jury Demanded \_\_\_\_\_ Yes \_\_\_\_\_ No

Right to jury trial disputed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Dated:

(Insert Signature Block for Plaintiff's Attorney)

(Insert Signature Block for Defendant's  
Attorney)

(Insert Signature Block for Defendant's  
Attorney)

(Insert Signature Block for Defendant's  
Attorney)